

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30				1. REQUISITION NUMBER F9WJJS8295A0001		PAGE 1 OF 30		
2. CONTRACT NO. GS-10F-0234M		3. AWARD/EFFECTIVE DATE 10-Jun-2009	4. ORDER NUMBER W9133L-09-F-0108		5. SOLICITATION NUMBER		6. SOLICITATION ISSUE DATE	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME			b. TELEPHONE NUMBER (No Collect Calls)		8. OFFER DUE DATE/LOCAL TIME	
9. ISSUED BY NGB-ZC-AQ - W9133L 1411 JEFFERSON DAVIS HWY ARLINGTON VA 22202-3231 TEL: FAX: 703-607-1742		CODE W9133L	10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SB <input type="checkbox"/> HUBZONE SB <input type="checkbox"/> 8(A) <input type="checkbox"/> SVC-DISABLED VET-OWNED SB <input type="checkbox"/> EMERGING SB SIZE STD: NAICS:		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP		12. DISCOUNT TERMS Net 30 Days	
15. DELIVER TO SEE SCHEDULE N/A N/AAAN/A		CODE SCHED1	16. ADMINISTERED BY SEE ITEM 9					
17a. CONTRACTOR/OFFEROR MILITARY PERSONNEL SERVICES CORPORATION RON TIPPA 6066 LEESBURG PIKE STE 900 FALLS CHURCH VA 22041-2234 TEL. 703 532 0800		CODE 1R6X3	FACILITY CODE	18a. PAYMENT WILL BE MADE BY DFAS - LIMESTONE - 667100 DFAS-BAASD/CC PO BOX 369020 BLDG #21 - MAILROOM COLUMBUS OH 43236-9024				CODE 667100
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO A ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM						
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT	
SEE SCHEDULE								
25. ACCOUNTING AND APPROPRIATION DATA See Schedule					26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$3,563,286.32			
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3, 52.212-5 ARE ATTACHED.				ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED				
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED.				ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED				
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>1</u> COPIES <input checked="" type="checkbox"/> TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN. REF: MPSC Offer dated 2/17/2009				29. AWARD OF CONTRACT: REFERENCE <input type="checkbox"/> OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: SEE SCHEDULE				
30a. SIGNATURE OF OFFEROR/CONTRACTOR			31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)		31c. DATE SIGNED			
			(b) (6)		10-Jun-2009			
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) (b) (6) CONTRACTING OFFICER TEL: 703 607-2089 EMAIL: (b) (6)					

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
(CONTINUED)**

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
<p>SEE SCHEDULE</p>					

32a. QUANTITY IN COLUMN 21 HAS BEEN
 RECEIVED INSPECTED ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				

38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY
------------------------	------------------------	-------------

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY (<i>Print</i>)		
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE	42b. RECEIVED AT (<i>Location</i>)	
		42c. DATE REC'D (YY/MM/DD)	42d. TOTAL CONTAINERS

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001		3,313,286.32	Dollars, U.S.	\$1.00	\$3,313,286.32

Base Year - Direct Labor
FFP

The Contractor shall provide all direct labor in accordance with the attached PWS and the Contractor proposal, dated February 17, 2009. This is a Firm Fixed-Priced Line Item.

FOB: Destination

PURCHASE REQUEST NUMBER: F9WFJS8295A0001

SIGNAL CODE: A

TOT ESTIMATED PRICE

CEILING PRICE

ACRN AA

CIN: F9WFJS8295A000100001

\$3,313,286.32

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002		250,000	Dollars, U.S.	\$1.00	\$250,000.00 NTE

Base Year - Travel
T&M

This CLIN is provided to support Contractor travel in support of this contract and supporting performance work statement. All travel shall be conducted in accordance with the Joint Travel Regulation. This is a Time & Materials Type Line Item.

FOB: Destination

PURCHASE REQUEST NUMBER: F9WFJS8295A0001

SIGNAL CODE: A

ESTIMATED COST

ACRN AA

CIN: F9WFJS8295A000100002

\$250,000.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001		3,668,505.60	Dollars, U.S.	\$1.00	\$3,668,505.60

OPTION Option Year 1 - Direct Labor
 FFP
 The Contractor shall provide all direct labor in accordance with the attached PWS and the Contractor proposal, dated February 17, 2009. This is a Firm Fixed-Priced Line Item.
 FOB: Destination
 PURCHASE REQUEST NUMBER: F9WFJS8295A0001
 SIGNAL CODE: A

NET AMT	\$3,668,505.60
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002		250,000	Dollars, U.S.	\$1.00	\$250,000.00 NTE

OPTION Option Year 1 - Travel
 T&M
 This CLIN is provided to support Contractor travel in support of this contract and supporting performance work statement. All travel shall be conducted in accordance with the Joint Travel Regulation. This is a Time & Materials Type Line Item.
 FOB: Destination
 PURCHASE REQUEST NUMBER: F9WFJS8295A0001
 SIGNAL CODE: A

TOT ESTIMATED PRICE	\$250,000.00 NTE
CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001		3,778,598.40	Dollars, U.S.	\$1.00	\$3,778,598.40

OPTION Option Year 2 - Direct Labor
 FFP
 The Contractor shall provide all direct labor in accordance with the attached PWS and the Contractor proposal, dated February 17, 2009. This is a Firm Fixed-Priced Line Item.
 FOB: Destination
 PURCHASE REQUEST NUMBER: F9WFJS8295A0001
 SIGNAL CODE: A

NET AMT	\$3,778,598.40
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002		250,000	Dollars, U.S.	\$1.00	\$250,000.00 NTE

OPTION Option Year 2 - Travel
 T&M
 This CLIN is provided to support Contractor travel in support of this contract and supporting performance work statement. All travel shall be conducted in accordance with the Joint Travel Regulation. This is a Time & Materials Type Line Item.
 FOB: Destination
 PURCHASE REQUEST NUMBER: F9WFJS8295A0001
 SIGNAL CODE: A

TOT ESTIMATED PRICE	\$250,000.00 NTE
CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001		3,891,993.60	Dollars, U.S.	\$1.00	\$3,891,993.60

OPTION Option Year 3 - Direct Labor
 FFP
 The Contractor shall provide all direct labor in accordance with the attached PWS and the Contractor proposal, dated February 17, 2009. This is a Firm Fixed-Priced Line Item.
 FOB: Destination
 PURCHASE REQUEST NUMBER: F9WFJS8295A0001
 SIGNAL CODE: A

NET AMT \$3,891,993.60

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3002		250,000	Dollars, U.S.	\$1.00	\$250,000.00 NTE

OPTION Option Year 3 - Travel
 T&M
 This CLIN is provided to support Contractor travel in support of this contract and supporting performance work statement. All travel shall be conducted in accordance with the Joint Travel Regulation. This is a Time & Materials Type Line Item.
 FOB: Destination
 PURCHASE REQUEST NUMBER: F9WFJS8295A0001
 SIGNAL CODE: A

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001		4,008,672	Dollars, U.S.	\$1.00	\$4,008,672.00

OPTION Option Year 4 - Direct Labor
 FFP
 The Contractor shall provide all direct labor in accordance with the attached PWS and the Contractor proposal, dated February 17, 2009. This is a Firm Fixed-Priced Line Item.
 FOB: Destination
 PURCHASE REQUEST NUMBER: F9WFJS8295A0001
 SIGNAL CODE: A

NET AMT	\$4,008,672.00
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4002		250,000	Dollars, U.S.	\$1.00	\$250,000.00 NTE

OPTION Option Year 4 - Travel
 T&M
 This CLIN is provided to support Contractor travel in support of this contract and supporting performance work statement. All travel shall be conducted in accordance with the Joint Travel Regulation. This is a Time & Materials Type Line Item.
 FOB: Destination
 PURCHASE REQUEST NUMBER: F9WFJS8295A0001
 SIGNAL CODE: A

TOT ESTIMATED PRICE	\$250,000.00 NTE
CEILING PRICE	

Section C - Descriptions and Specifications

PERFORMANCE WORK STATEMENT

**Performance Work Statement
Air National Guard (ANG)
Deployment Cycle Support (DCS) / Yellow Ribbon Support Staff**

1.0. Background. Overseas Contingency Operations have significantly increased the operations and deployments within the Air National Guard (ANG) and has placed additional strain on our ANG Airmen and their Families. With the integration of Family support, VA/Transition Assistance Advisors, Employer Support of the Guard and Reserve, Psychological Health, and Sexual Assault Prevention and Response, it is the ANG's intent to provide our military members and their Families with a delivery structure that insures a "continuum of care", with specific emphasis on the Deployment Cycle Support (DCS) process in consonance with the ANG's developing Yellow Ribbon Program. DCS is a comprehensive process that ensures Airmen and their Families are better prepared and sustained throughout the entire deployment cycle (**Before, During, and After**).

2.0. Scope.

2.1. Contract Type This is a services contract. The labor will be Firm-Fixed Price (FFP). The travel will be cost reimbursable (COST). Other Direct Costs (ODCs) will be managed under a Time & Materials Contract Line Item.

2.2. Period of Performance. This contract is for one (1) base-year and four (4) option years.

3.0. Objective. The ANG will provide states and territories with contracted ANG Yellow Ribbon Support Staff. This support staff will assist in ensuring the well-being of Airmen and their Family throughout the four (4) phases of the deployment cycle: pre-deployment, during, re-deployment, and post deployment/reintegration. Additionally, the ANG Yellow Ribbon Support Staff will assist in the coordination, preparation and execution of reunion and reintegration activities.

3.1. ANG Yellow Ribbon Support Staff. The ANG requires that each of the 54 states and territories will be staffed with one Yellow Ribbon State coordinator contract employee and two (2) National level contract management personnel at the time of award. After initial award, some states may require more than one contractor employee. The addition of contractor employees to a particular state is based on the number of Air National Guard Wings, Uniformed Service Members and Families supported in that state. The number of states requiring a contractor employee may increase or decrease during the life of the contract, depending on mission within the states. Contract Support Staff will provide staff level support to the commander or designated command representative. All changes from the initial staffing will be accomplished through contract modifications.

4.0. Summary of Required Services.

4.1. Summary. Under this contract, the Contractor shall provide two (2) dedicated, national-level professional program managers, and 54 Contract Support Staff – one per state/territory. As part of the Yellow Ribbon Reintegration Program, the Offeror will be responsible for outreach, communication and coordination of programs and services designed to educate ANG members and their Families about the assistance and services available to them under the Yellow Ribbon Reintegration Program. Such programs and services include, but are not limited to the following areas that fall under the Yellow Ribbon Reintegration Program:

- (a) Marriage counseling
- (b) Services for children
- (c) Suicide prevention
- (d) Substance abuse awareness and treatment
- (e) Mental health awareness and treatment
- (f) Financial counseling
- (g) Anger management counseling
- (h) Domestic violence awareness and prevention
- (i) Employment assistance
- (j) Preparing and updating family care plans
- (k) Development of strategies for living with a member of the Armed Forces with post-traumatic stress disorder or traumatic brain injury
- (l) Other services that may be appropriate to address the unique needs of members of the Armed Forces and their families who live in rural or remote areas with respect to family readiness and service member reintegration
- (m) Assisting members of the Armed Forces and their families find and receive assistance with military family readiness and service member reintegration, including referral services
- (n) Development of strategies and programs that recognize the need for long-term follow-up services for reintegrating members of the Armed Forces and their families for extended periods following deployments, including between deployments
- (o) Assisting members of the Armed Forces and their families in receiving services and assistance from the Department of Veterans Affairs, including referral services

4.2. Personnel Requirements.

4.2.1. Program Manager (PM).

4.2.1.1. Scope. A major imperative for providing Airmen and Family Support Services is to ensure standardization and continuity of service. Based on the scope of this contract and the number of personnel providing services under this contract, the Government has determined that two (2) national-level Program Managers are

required to provide oversight and systematic communication to Contract Support Staff, provide training, and to report critical program data and analysis to the NGB-J1 Program Manager. The ANG Yellow Ribbon Program Managers (PMs) will have overall responsibility for successfully providing the deliverables of this contract as required in this PWS. The PMs will work closely with the NGB-J1 Program Manager. At a minimum, one PM shall be located at the National Guard Bureau, in the NGB Joint Yellow Ribbon Reintegration program office within NGB-J1 at 1411 Jefferson Davis Hwy, Arlington, VA 22202.

4.2.1.2. Required Services (Tasks).

- (1) Serve as the overall contract senior manager for all services provided under the ANG Yellow Ribbon support staff contract. Responsible for delivering standard contract support services to states and territories to ensure a continuity of Yellow Ribbon services for military members and their Families.
- (2) Provide day-to-day management supervision for contract personnel assigned to this contract. Provide mentorship, training, and mitigation to ensure services meet or exceed standard requirements as outlined in this contract and subsequent DAF, NGB-J1, and ANG guidance.
- (3) Plan, develop, and implement reunion and reintegration program services and activities in accordance with the program goals and objectives, and supervise day-to-day delivery of contract deliverables.
- (4) Work closely with the NGB-J1 Program Manager in the execution of the Joint Service Support Network programs to ensure program integration.
- (5) Develop and implement policies, procedures, evaluate program content, and develop guidelines in accordance with DAF guidance, and NGB-J1, and ANG directives/policies.
- (6) Gather and analyze data, and submit reports to NGB-J1 PM as required, identify systematic problems for resolution and track progress, report significant activities, and ensure performance standards are met or exceeded.

4.2.1.3. PM Education, Experience, and Special Qualification Requirements.

- (1) A four year college degree is desired (or equivalent life/work experience in a related field; i.e. Family support, human resources, and/or business/program management).
- (2) Military experience is desired (or equivalent direct supervisory experience in managing Service support programs in the military). Broad based knowledge,

experience, and skills in the areas of military personnel, and human resources, especially as they relate to balancing civilian life with military service in the Air National Guard. Additionally, the contract employee must demonstrate a working knowledge of all Joint Deployment Support programs, activities, and services.

(3) Program development, management, and implementation experience required. Demonstrated supervisory experience and ability to analyze statistical data and brief trend analysis based on compiled data.

(4) Experience in making oral presentations to various size groups. Contractor must be a self-starter and require minimum oversight. Good interpersonal communication skills must be demonstrated.

(5) All Contractor employees shall be computer literate and proficient in preparing Microsoft Word, Excel, and PowerPoint documents. Contractors must have the ability to gather information, make recommendations for program improvement, synthesize information, and provide communication (orally and written) to disseminate information throughout the command. Contractors must have the ability to develop PowerPoint briefings as directed.

(6) Must have a current and valid driver's license.

(7) Must have ability to pass any necessary background investigations.

4.2.2. ANG Yellow Ribbon Contract Support Staff.

4.2.2.1. Scope. In coordination with NGB-J1, JFHQ-State, and the State Leadership, the ANG Yellow Ribbon contract support staff will provide day-to-day liaison, and continuity for operations, programs, and initiatives. The contract support staff facilitates with established local and state networks, Joint Service Support Network (TAAs, ESGR, SAPR, FP, and Psychological Health) organizational efforts to build the program's credibility with the respective Services, Service members, Families, and employers, within the local community and Government agencies as needed to ensure delivery of appropriate services and programs; i.e. national, regional, county, religious, other military services, veterans organizations, private non-profit, and for profit organizations, etc.

4.2.2.2. Required Services (Tasks).

(1) Serve as the Yellow Ribbon Program Manager working with the respective State J1, Wing Family Program Coordinator (WFPC), ARNG Soldier and Family Support Services program assistant and established local and state networks to manage the ANG Yellow Ribbon program.

- (2) Facilitate Yellow Ribbon organizational efforts to build the program's credibility with the respective Services, Service members, and families, within the local community, State, and Federal government agencies.
- (3) At the organization level, coordinate all aspects of the Yellow Ribbon Program. Serve as a state "subject matter expert" in regard to ANG Reunion / Reintegration activities and wellbeing programs within their assigned area of responsibility.
- (4) Provide necessary assistance to State J1, Wing Family Program Coordinators, units, and/or individuals with events, training, and activities required by legislation to ensure accomplishment of all Yellow Ribbon Program requirements during the appropriate phases of the deployment cycle.
- (5) Assist with planning and implementing pre-deployment, during, re-deployment, and 30-, 60-, and 90-day reintegration events and activities by coordinating with Joint Service Support Network assets (Family Programs, TAAs, ESGR, SAPR, Psychological Health) within the JFHQ-State, as well as with other Service components, local community and government agencies as needed to ensure delivery of appropriate services and programs (national, regional, county, religious, other military services, veteran's organizations, private non-profit, and for profit organizations).
- (6) Provide support in the development of Memorandums of Understanding (MOUs), and Memorandums of Agreement (MOAs) with other resources and agencies in support of the ANG Yellow Ribbon Program.
- (7) Assist with the estimate of budget requirements supporting the State ANG Yellow Ribbon Program with detailed emphasis on the 30-, 60-, and 90-day events and activities. Is responsible for monitoring budget expenditures on a monthly basis, and assists with the justification for additional unplanned mission requirements. Note: The Contractor shall not provide budgetary support or input in areas that are relate directly to this contract.
- (8) Gather and analyze data, and submit reports to ANG PM as required. Assist with identifying systematic problems for resolution and track progress, report significant activities, and ensure performance standards are met.
- (9) Provide assistance to the command leadership in ensuring that tasks not accomplished in the redeployment stage in theater are completed and documented in the post-deployment stage.
- (10) Serve as the conduit for command information and coordination pertaining to Yellow Ribbon throughout the ANG command.

4.2.2.3. ANG Yellow Ribbon Contract Support Staff Education, Experience, and Special Qualification Requirements.

- (1) Broad based knowledge, experience, and skills in the areas of military personnel, human resources, and Joint Service Support Network programs as well as an understanding of the ANG. The contract employee must demonstrate a working knowledge of military well-being programs, Yellow Ribbon (Reunion / Reintegration) programs, and the deployment support cycle requirements.
- (2) Contractor must be a self-starter and require minimum oversight.
- (3) Contractors must be computer literate and proficient in preparing Microsoft Word, Excel, and PowerPoint documents. Contractors must have the ability to gather information, make recommendations for program improvement, synthesize information, and provide communication (orally and written) to disseminate information throughout the command. Contractors must have the ability to develop PowerPoint briefings as directed.
- (4) Ability to travel extensively to support Wing and Geographically Separated Units (GSU).
- (5) Must have a current and valid driver's license.

4.3. Place of Performance. ANG Yellow Ribbon Support Staff shall be provided on-site within JFHQ-State, or as directed by the Adjutant General. In all cases, the COR shall be the deciding authority on locations of contract employee manning determinations. See attachment (State Locations.)

4.4. Equipment.

4.4.1. The Government shall provide each of the support staff members with a support package that will include as a minimum:

4.4.1.1 Laptop w/wireless network capabilities.

4.4.2.2. Blackberries w/nationwide service

4.4.2. All computer and communication equipment and software shall be fully compliant with the network requirements of the National Guard Bureau and the supporting states.

5.0. Non-Personal Service Statement. All contractor employees performing services under this order will be controlled, directed and supervised at all times by the Program Manager of the contractor. Contractor management will ensure that employees properly comply with the performance work standards outlined in the performance work statement. Contractor employees will perform their duties independent of, and without supervision of, any Government official. The tasks, duties, and responsibilities set forth in the task order may not be interpreted or

implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee, or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

6.0. PERFORMANCE REQUIREMENT SUMMARY.

6.1. Performance Objectives, Standards, and Acceptable Quality Level.

Position: ANG Yellow Ribbon Reintegration Program Support Staff	
6.1.1. Performance Objective	Performance Standard
Works in support of the Joint Staff and Air National Guard in regard to Yellow Ribbon related activities and events; assists with execution of the state’s Yellow Ribbon Reintegration Program responsibilities. Provide assistance in the development and implementation of the state’s Yellow Ribbon Program to include wellbeing focus for Airmen, Families, and Children during all phases of the deployment cycle.	Performs with the Command staff by accomplishing Yellow Ribbon support duties as required by command and defined in the PWS. Acceptable Quality Level Individuals respond to command requirements within one work day. Successfully provides Yellow Ribbon support IAW Section 582 of NDAA 2008
6.1.2. Performance Objective	Performance Standard
Serve as the conduit for command information and coordination pertaining to Yellow Ribbon throughout the command. With command guidance, develops the command’s Yellow Ribbon communication plan.	Performs as the Command’s conduit for communications pertaining to Yellow Ribbon, wellbeing, and personnel deployment cycle support requirements. Acceptable Quality Level Develops and implements a robust communications plan within 60 calendar days of assignment. Provides development and coordination of event announcements, and point of contact information, and distributes information within the command as needed, but at a minimum on a monthly basis.

6.1.3. Performance Objective	Performance Standard
Provide training, hands-on assistance, and information to subordinate unit commanders, Service members and Family members on all aspects of Yellow Ribbon, wellbeing, and deployment cycle support within the command.	<p>Performs as the Command’s staff assistant providing training and hands-on assistance to Commanders, and other agencies and personnel.</p> <p>Acceptable Quality Level Training, hands-on assistance, and requested information is provided within the time requirements specified by the command. Within 30 days of assignment, personnel have established comprehensive network, with resources, to include all pertinent information on Yellow Ribbon, and DCS requirements.</p>

6.2. Performance Assessment. The contractor shall perform in accordance with the requirements of this PWS. The service requirements are summarized into performance objectives. The performance standards also describe the minimum acceptable levels of service required for each requirement. Additional standard performance factors may be defined by the NGB J1 Reintegration office in coordination with the contractor. The Government will evaluate the Contractor’s performance under this contract in accordance with the Performance Assessment Plan (PAP).

6.3. Government remedies. In the event that services fail to conform to contract requirements and cannot be remedied by re-performance, the Government reserves the right to reduce the contract price to reflect the reduced value on the non-conforming services. The government will notify the contractor of weaknesses or discrepancies as they become apparent. The first notification will be to attempt to obtain re-performance if possible. Deficiencies that exceed the service delivery acceptable levels will be issued on a Contract Discrepancy Report.

6.4. Performance of Services during Crisis Declared by the National Command Authority. Some services provided by this contract may be designated as essential contractor provided service and must be continued during the crisis. The contractor shall continue providing service to all applicable task orders. Services determined to be essential for performing during crisis are IAW DoDI 3020.37. The COR shall notify the contractor of a declared crisis through the most expeditious secured means determined at the time of the crisis. The Government reserves the right to include the requirement of services during a crisis after award of a task order if deemed in the Government’s best interest. The Contractor shall notify the Contracting Officer immediately in the event of such a crisis.

6.5. Removal of Personnel. The COR may require the Contractor to remove from the job those employees who endanger persons or property; those who manufacture, distribute, dispense, possess or use controlled substances at the worksite (52.223-6, Drug-Free Workplace);

and those whose continued employment under this contract is inconsistent with the interest of military security.

6.6. Evaluation of Contract Performance. (FAR Clause 52.246-4; Inspection of Services—Fixed Price or FA Clause 52.246-6; Inspection—Time and Material and Labor Hour. The Contractor's performance will be evaluated at least monthly. An annual performance evaluation will be prepared at the exercise of each option in accordance with FAR 42.15.

6.7. Management of Deliverables and Reporting. The Contractor shall be responsible for creating, maintaining, and disposing of only those government records and reports required by the PWS and specific Task Order(s). The Contractor shall permit the COR or authorized representative access to all records, data, and facilities used in the performance of the anticipated services.

6.8. Quality Control Plan. The Contractor shall develop and maintain an effective quality control program in accordance with their approved management oversight plan to ensure services are performed in accordance with the PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's quality control program is the means to assure that the work complies with the requirement of the contract. The initial QCP will be provided with the proposal and will be updated within 30 days of contract award based on government input and review.

7.0. Deliverables. In addition to the tasks outlined in this PWS, the below deliverables are required with the performance of this contract:

7.1. Position Manning. Offeror shall fill all Program Management positions within 15 days of contract award; Offeror shall create a phased-in hiring / placement plan to ensure all subsequent positions are filled no later than 90 days of contract award; Offeror shall back-fill positions that become vacant within 30 days of vacancy, and maintain a nationwide roster of all personnel assigned as ANG Yellow Ribbon Reintegration Program support staff.

7.2. Monthly Report. Monthly report will be submitted NLT the 15th business day of the next month covering:

- (1) Personnel breakdown to include:
 - a) Number of personnel assigned to the contract.
 - b) Vacant positions by location and actions being taken for timely fill.
- (2) Summary of financial data to include hours and costs expended for the month and overall execution total.
- (3) Summary of tasks accomplished, critical actions/issues taken, issues/problems encountered, and program recommendations.

Additionally, the contractor shall itemize monthly costs, breaking down hours worked, travel expenses and reimbursable expenses (if applicable). Receipts shall accompany requests for reimbursable expenses. The contractor shall organize this information by CLIN and shall

differentiate tasking costs individually and separately to facilitate task cost monitoring. The report shall include costs incurred through the calendar month prior to report. This report shall be submitted with all invoices.

7.3. Quarterly Reporting. On a quarterly basis the contractor shall provide the COR a cumulative report of all amounts invoiced and paid by Line Item and location over the life of the contract.

7.4. Customer Satisfaction Survey. Within the first 120 days of contract execution, provide automated (email) Customer Satisfaction Survey to JFHQ-State J1s, Wing Family Program Coordinators, and designated commanders or their representatives to determine satisfaction of provided contract services. Survey results will be briefed to the Government POC NLT 150 days of contract award.

7.5. Program Documentation. Document all Yellow Ribbon Reintegration Program DCS support provided and provide synopsis to Government POC within the Monthly Report. Thorough and accurate task documentation will be maintained and will be provided to the Government upon request.

7.6. Standard Operating Procedures (SOP). In coordination with the Government, develop a Standard Operating Procedure document for use by assigned Contract Support Staff outlining all critical tasks required for the successful execution of the program. Provide draft to Government NLT 120 days after contract award.

8.0. General Information.

8.1. Travel Requirements. Some local and long distance travel is anticipated in support of providing support. The contract employee may be required to travel to other locations in support of tasks described in the PWS. Prior to incurring any travel expenses, contractor personnel must obtain written authorization from the government contracting officer, or designated official. The contractor shall be able to accommodate and respond to short notice travel requirements. Estimated travel requirements will be provided by the Government. Travel costs shall be reimbursed utilizing the Federal Travel Regulation and Joint Travel Regulations. Contractor travel must be approved by the COR, or designated official, prior to actual travel. Actual travel costs will be reimbursed on a cost basis upon receipt of the invoice and receipts turned into the appropriate Government official.

8.2. Reimbursable Expenses. When authorized, reimbursement expenses shall be paid by the Government with applicable receipts.

8.3. Contractor Identification. Contractor employees working on government facilities or participating at government meetings shall wear identification badges distinguishing themselves as such. Contractor employees shall identify themselves as a contractor in meetings,

telephone conversations, written communication and work situations so that their actions cannot be construed as acts of a Government official.

8.4. Security Requirements. The Contractor Employee is responsible for safeguarding information of a confidential or sensitive nature. Failure to safeguard any classified/privileged information which may involve the Contractor or the contractor's personnel or which they may have access may subject the Contractor and/or the Contractor's Employees to criminal liability under Title 18, section 793 and 7908 of the United States Code. Provisions of the Privacy Act apply to all records and reports maintained by the Contractor. All programs and materials developed at government expense during the course of this contract are the property of the government. Contractor personnel shall be required to obtain and maintain appropriate security badges and adhere to the installation security requirements. The performance of this requirement may require the Contractor access to classified information. Security will be in accordance with DD Form 254, Department of Defense Contract Security Classification Specification. Contractor personnel clearances shall be at least at the NAC level. The contractor shall submit and maintain a list of all contract employees to the COR designated in the Task Order. This list shall contain the full names, last four digits of their social security number, sex and date of birth.

8.5. Contractor Verification System (CVS). The contractor will provide the COR with employee information as required to process employee information into the CVS. All contractors will receive a Common Access Card processed through the CVS system. The COR at National Guard Bureau will be responsible to be the trusted agent for CVS actions on this contract.

8.6. Organizational Conflicts of Interest. The contractor acknowledges that it is familiar with FAR Subpart 9.5, Organizational and Consultant Conflicts of Interest, and agrees to avoid, neutralize or mitigate such conflicts of interest in accordance with the principles set forth in the FAR. If performance of any portion of the PWS requires the contractor (to include subcontractors) to supply technical support related to systems or projects with which the contractor is already directly concerned, either by prime or subcontract, the contractor shall so immediately inform the Contracting Officer. The PWS may be withdrawn if a conflict is found. The Contractor shall not undertake performance of the PWS which requires it to supply technical support regarding such systems until the notice is given, and written consent to proceed is issued by the Contracting Officer.

8.7. Normal Hours of Operation. Contractor personnel are expected to conform to customer agency normal operating hours. However, based upon command requirements flex hours are authorized to meet mission needs. There will be occasion to require nights and weekends. No overtime is authorized. In the event of a shutdown for any reason, the Government will not be liable for contractor's costs incurred during this period.

8.10. Holidays. The following federal holidays are observed by the Government and are normally closed for business:

New Years Day

1 January

Martin Luther King's Birthday	3 rd Monday in January
Presidents Day	3 rd Monday in February
Memorial Day	Last Monday in May
Forth of July	4 July
Labor Day	1 st Monday in September
Columbus Day	2 nd Monday in October
Veterans Day	11 November
Thanksgiving Day	4 th Thursday in November
Christmas	25 December
Additional Federal Holidays as ordered by the President	

The contractor may chose to perform work on recognized holidays or outside normal duty hours, which shall be performed at no additional cost to the government. Prior notification to the COR shall be provided in writing.

8.11 – Government-Furnished Equipment. The Government shall provide the following for the Contractor employees to perform their duties under this contract: workspace in a Government facility, telephone landline, office materials, mobile communications devices and services, laptop computers with all necessary software, e-mail, network, and internet communication services.

Section E - Inspection and Acceptance

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government
1001	Destination	Government	Destination	Government
1002	Destination	Government	Destination	Government
2001	Destination	Government	Destination	Government
2002	Destination	Government	Destination	Government
3001	Destination	Government	Destination	Government
3002	Destination	Government	Destination	Government
4001	Destination	Government	Destination	Government
4002	Destination	Government	Destination	Government

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 10-JUN-2009 TO 09-JUN-2010	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1
0002	POP 10-JUN-2009 TO 09-JUN-2010	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
1001	POP 10-JUN-2010 TO 09-JUN-2011	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
1002	POP 10-JUN-2010 TO 09-JUN-2011	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
2001	POP 10-JUN-2011 TO 09-JUN-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
2002	POP 10-JUN-2011 TO 09-JUN-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
3001	POP 10-JUN-2012 TO 09-JUN-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
3002	POP 10-JUN-2012 TO 09-JUN-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
4001	POP 10-JUN-2013 TO 09-JUN-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
4002	POP 10-JUN-2013 TO 09-JUN-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1

Section G - Contract Administration Data

CONTRACT ADMIN**G1. CONTRACTING OFFICER (KO) INFORMATION**

G.1.1 KO Address.

National Guard Bureau Directorate of Acquisition (NGB-AQ)
Suite 8300 Jefferson Plaza 1
1411 Jefferson Davis Highway
Arlington, VA 22202-3231
Telephone: 703-607-2089
Fax: 703-607-1742
E-mail: (b) (6)

Correspondence pertaining to the basic contract shall be directed to the above.

G.2 CONTRACTOR'S CONTRACT MANAGER

Upon award of the contract, the contractor shall identify a single point of contact for contract administration issues as the Contract Manager and an alternate to act in this person's absence. (See Section C, Key Personnel).

G.3 CONTRACTING OFFICER'S REPRESENTATIVE (COR) DELEGATION AND AUTHORITY

G.3.1 COR delegations will be identified in writing to the contractor.

G.4 INVOICE SUBMISSION

G.4.1 At this time Wide Area Work Flow (WAWF) is required for submission of invoices. Backup documentation (time cards, quality reports, etc.), shall be submitted in a Microsoft Excel, Word, or PDF format. The contractor shall render monthly itemized invoices, including backup documents, in arrears.

G.6 POST AWARD ORIENTATION CONFERENCE

6.1 Post-award orientation conference(s) may be scheduled within 30 days following contract award. Any such conference(s) will be conducted by the KO who is located at 1411 Jefferson Davis Hwy, Arlington, VA.

6.2 The purpose of a conference will be to familiarize the contractor with:

- Contract administration procedures, contract modifications, TOs, reports, invoicing, payment, etc.
- Government ordering system and documents.
- Contract clarifications.
- Contract requirements and expectations, quantities, deliveries, service and supply response, and communications.
- The conference(s) will be structured to achieve a clear and mutual understanding of all contractual administrative requirements and to identify any potential problem areas. All costs associated with the attendance at this conference shall be incidental to the contract and not separately billed.

G.7 PAST PERFORMANCE EVALUATION

7.1 This contract is subject to a performance evaluation. Following the end of each contract period and at contract completion, a Government evaluation shall be forwarded to the contractor. The contractor may submit written comments, if any, within the time period specified in the evaluation transmittal. The contractor's comments shall be considered in the issuance of the final evaluation document. Any disagreement between the parties regarding the evaluation shall be forwarded to the KO. The final evaluation of the contractor's performance is the decision of the KO. A copy of the final performance evaluation report will be sent to the contractor and to the Government's past performance database at www.ppirs.gov.

G.8 CONTRACTOR VERIFICATION SYSTEM INFORMATION

G.8.1 Within 10 working days of an awarded contract the contractor must submit a list of employees to the COR who will be supporting the effort for input into the Contractor Verification System (CVS). The list shall include the employee's full name, address, date of birth, social security number, and valid/current AKO email address. Once the COR inputs their data into the CVS they will receive a system generated email to visit the CVS website and verify and update their information. Within a few days after they complete the application (unless there are issues with their registration/NAC, etc.), they will be approved and will receive a second system generated email stating that their registration is complete. At that point they should visit the nearest CAC station for issuance of a CAC card. Failure to respond to the first system generated email within five working days will remove them from the system and they will need to resubmit their contact details (once they are input into the system any hard copy or electronic documentation will be shredded/deleted).

ACCOUNTING AND APPROPRIATION DATA

AA: 5793840 589 4106 114Q00 010000 59290 59220F 667100 F67100
AMOUNT: \$3,563,286.32
CIN F9WFJS8295A000100001: \$3,313,286.32
CIN F9WFJS8295A000100002: \$250,000.00

Section H - Special Contract Requirements

SPECIAL CONTRACT REQUIREMENTS

H-2 CONTRACT TYPE

This is a single-award contract utilizing a Firm Fixed Price (FFP) labor CLINs with Time & Materials CLINs for Travel.

H-3 TRAINING

The Government's policy is to select contractors for their knowledge and expertise in specific areas. Firms selected to perform services usually are selected based on the education, experience, and training of the personnel they propose. Based on this policy, the Government does not intend to provide training to the contractor selected for award of this contract except as provided below:

- (a) The Government will provide training on "NG-specific" systems on a "no-fee basis" when authorized in writing by the Contracting Officer.
- (b) All contractor personnel with access to Government systems must successfully pass the NG information system security training before gaining access to an NG system and must successfully complete recurring information system security training as prescribed.
- (c) The NG may provide other training on a space available basis when the contractor agrees to reimburse the Government.
- (d) On a limited basis, the NG may pay for training when it is deemed appropriate to do so and when authorized in writing by the Contracting Officer.

H-4 CONTRACTOR/GOVERNMENT PROVISION OF CONSUMABLE SUPPLIES

The Government shall provide consumable supplies for on-site contractor use as required in the daily operation of, performance of, or in support of this contract.

H-5 ORGANIZATIONAL CONFLICT OF INTEREST – GENERAL

- (a) The contractor warrants that, to the best of its knowledge and belief, there are no relevant facts or circumstances, which would give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the contractor has disclosed all such relevant information.
- (b) The contractor agrees that if an actual or potential organizational conflict of interest is discovered after award, the contractor shall make a full disclosure in writing to the Contracting Officer. This disclosure shall include a description of actions which the contractor has taken or proposes to take to avoid or mitigate the actual or potential conflict.
- (c) If the contractor was aware of a potential organizational conflict of interest prior to award or discovered an actual or potential conflict after award and did not disclose or misrepresented relevant information to the Contracting Officer, the Government may terminate the contract or contract for cause.
- (d) The contractor shall insert the substance of this clause, including this paragraph (d), in all subcontracts.

H-6 PERFORMANCE-BASED SERVICES CONTRACTING

Pursuant to Federal Acquisition Regulation (FAR) Subpart 37.6, performance-based contracting (PBSC) techniques shall be applied to all aspects of this contract to the maximum extent practicable.

H-7 PERFORMANCE ASSESSMENT REPORT

Under government contracting regulations, past performance evaluations are required for each service contract in excess of \$1,000,000. As a minimum, a Performance Assessment Report (PAR) will be prepared on the contractor's performance at the end of the base period for this contract and subsequent to the completion of any exercised option periods. The development of the report is a joint responsibility of the Contracting Officer and the assessing official (typically the COR). The performance evaluation may be used to support future government contract awards and is considered "Source Selection Sensitive". Only authorized government personnel and the contractor will have access to the evaluation information. The data contained in the report will be entered into the Contractor Performance Assessment Reporting System (CPARS, formerly PPIMS). CPARS is the Army's central repository for past performance information and is available for use by authorized government personnel in making source selection decisions.

H-8 ADVERTISING OF AWARD

The contractor shall not allow the existence of this contract or the names, phone numbers, or other personal information or images of Government employees involved in this contract, to be used for publicity or advertising purposes. Further, no article, book, pamphlet, recording, broadcast, speech, television appearance, diagrams/drawings, and/or film (which the above list is not limited to) concerning any aspect of work performed under this contract shall be published or disseminated through any media without the prior written authorization of the Contracting Officer and the NG COR/COTR.

These obligations do not cease upon the expiration or termination of this contract. The contractor shall include the substance of this provision in all contracts of employment and in all subcontracts hereunder.

H-9 INFORMATION TECHNOLOGY ACCESSIBILITY FOR PERSONS WITH DISABILITIES

All contractor provided services and Electronic Information Technology (EIT) delivered as result of this contract shall comply with accessibility standards in accordance with Federal Information Technology Accessibility as required by Section 508 of the Rehabilitation Act (29 U.S.C. 794d), as amended. Information about the Section 508 Electronic and Information Technology Accessibility Standards may be obtained via the Web at the following URL: www.Section508.gov.

H-10. ACCOUNTING FOR CONTRACT SERVICES:

The Secretary of the Army has implemented Accounting for Contract Services. This initiative has been put in place to obtain better visibility of the contractor service workforce. The Assistant Secretary of the Army (Manpower and Reserve Affairs) and the Assistant Secretary of the Army (Acquisition, Logistics and Technology) have implemented guidance to comply with this DoD Business Initiative Council (BIC) sponsored initiative. These contract reporting requirements are mandatory. By acceptance of this contract and performance under this contract, the contractor agrees to comply with these reporting requirements.

The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site [Contractor Manpower Reporting (CMR) System] where the contractor will report ALL contractor manpower (including sub-contractor manpower) required for performance of this contract. The contractor is required to completely fill in all the information in the format using the following web address:

<https://contractormanpower.army.pentagon.mil>

The required information includes: (1) Contracting Office, Contracting Officer, Contracting Officer's Technical Representative; (2) Contract number, including task and delivery order number; (3) Beginning and ending dates covered by reporting period; (4) Contractor name, address, phone number, e-mail address, identity of contractor employee entering data; (5) Estimated direct labor hours (including sub-contractors); (6) Estimated direct labor dollars paid this reporting period (including sub-contractors); (7) Total payments (including sub-contractors); (8) Predominant Federal Service Code (FSC) reflecting services provided by contractor (and separate predominant FSC for each sub-contractor if different); (9) Estimated data collection cost; (10) Organizational title associated with the Unit Identification Code (UIC) for the Army Requiring Activity (National Guard Bureau UIC is W00QFF); (11) Locations where contractor and sub-contractors perform the work (specified by zip code in the United States and nearest city, country, when in an overseas location, using standardized nomenclature provided on website); (12) Presence of deployment or contingency contract language; and (13) Number of contractor and sub-contractor employees deployed in theater this reporting period (by country). As part of its submission, the contractor will also provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period will be the period of performance not to exceed 12 months ending September 30 of each government fiscal year and must be reported by 31 October of each calendar year. Contractors may use a direct XML data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a contractor's systems to the secure web site without the need for separate data entries for each required data element at the web site. The specific formats for the XML direct transfer may be downloaded from the web site.

H-11 GENERAL INVOICE PREPARATION & SUBMITTAL INSTRUCTIONS:

- a. An invoice is a written and/or electronic request for payment under the contract for supplies delivered or for services rendered. In order to be proper, an invoice must include, as applicable, the following:
 - i. Name and address of the contractor
 - ii. Invoice Date
 - iii. Contract Number, or other authorization for supplies delivered or services performed (including order number and contract line item number)
 - iv. Name and address of contractor official to who payment is to be sent (must be the same as that in the contract or on a proper notice of assignment)
 - v. Name (where practical), title, phone number and mailing address of person to notified in the event of a defective invoice.
 - vi. Any other information or documentation required by other requirements of the contract (such as evidence of shipment)
- b. Invoices should match terms and CLIN structure of the contract for ease of payment by Defense Finance and Accounting Service (DFAS).
- c. Invoices shall be processed for approval and payment within 5 working days of the completion of work.
- d. Receipt of payments by a representative of the contractor's designated bank shall constitute a full accord and satisfaction of the Government's obligation under the contract to the extent of the amount of the payment made.
- e. This contract requires invoice submittal in accordance with Wide Area Workflow (WAWF). Submit one electronic original of all invoices to DFAS. **IMPORTANT:** DFAS must receive electronic submittal from the contractor in compliance with DFARS 252.232-7003. The COR(s) will certify all invoices for payment. For payment inquiries after submittal, please contact the DFAS Customer Service Desk or visit the Vendor Pay Inquiry System at the following web address:
<http://www.dfas.mil/money/vendor/>

H-12. WIDE AREA WORKFLOW INVOICE INSTRUCTIONS:

Contractor shall submit payment request using the following method(s) as mutually agreed to by the Contractor, the Contracting Officer, the contract administration office, and the payment office.

- Wide Area Workflow (WAWF) (see instructions below)*
- Web Invoicing System (WInS)(<https://ecweb.dfas.mil>)*
- American National Standards Institute (ANSI) X.12 electronic data interchange (EDI) formats (<http://www.X12.org> and <http://www.dfas.mil/ecedi>)*
- Other (please specify)_____*

DFAS POC: DFAS COLUMBUS

WAWF is the preferred method to electronically process vendor request for payment. This application allows DOD vendors to submit and track Invoices and Receipt/Acceptance documents electronically. Contractors electing to use WAWF shall (i) register to use WAWF at <https://wawf.eb.mil> and (ii) ensure an electronic business point of contact (POC) is designated in the Central Contractor Registration site at <http://www.ccr.gov> within ten (10) calendar days after award of this contract/order.

Questions concerning payments should be directed to the Defense Finance and Accounting Service (DFAS) DFAS COLUMBUS. Please have your purchase order/contract number ready when calling about payments.

You can easily access payment and receipt information using the DFAS web site at <http://www.dfas.mil/contractorpay.html>. Your purchase order/contract number or invoice number will be required to inquire about the status of your payment.

Section I - Contract Clauses

CLAUSES INCORPORATED BY REFERENCE

252.232-7003 Electronic Submission of Payment Requests and Receiving MAR 2008
 Reports

CLAUSES INCORPORATED BY FULL TEXT

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days.

(End of clause)

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 Years.

(End of clause)

Section J - List of Documents, Exhibits and Other Attachments

ATTACHMENTSSTATE LOCATIONS**Attachment – State Locations**

ST	Address
AK	Fort Richardson, AK 99505
AL	Montgomery, AL 36109-0711 ATTN: ALJF-TAG
AR	North Little Rock, AR 72199-9600
AZ	Phoenix, AZ 85008-3495
CA	Sacramento, CA 95826-9101
CO	Centennial, CO 80112-6703
CT	Hartford, CT 06105-3795
DC	Washington, DC 20003-1719
DE	Wilmington, DE 19808-2192
FL	St. Augustine, Florida 32084
GA	Ellenwood, GA 30294
GU	Barrigada, Guam 96913-4421
HI	Honolulu, HI 96816-4495
IA	Johnston, Iowa 50131-1824
ID	Boise, ID 83705
IL	Springfield, IL 62702-2399
IN	Indianapolis, IN 46241-4839
KS	Topeka, KS 66611
KY	Frankfort, KY 40601
LA	Pineville, LA 71360
MA	Milford, MA 01757
MD	Baltimore MD 21201
ME	Augusta, Maine 04333-0034
MI	Lansing, MI 48906
MN	St. Paul, MN 55155-2098
MO	Jefferson City, MO 65101
MS	Jackson, MS 39202
MT	Fort Harrison, MT 59636-4789

NC	Raleigh, NC 27607-6410
ND	Bismarck, ND 58506-5512
NE	Lincoln, NE 68508
NH	Concord, NH 03301-5653
NJ	Ft. Dix, NJ 08640-7600
NM	Santa Fe, NM 87505
NV	Carson City, Nevada 89701
NY	Latham, NY 12110-2224
OH	Columbus, OH 43235-2789
OK	Oklahoma City, OK 73111-4398
OR	Salem, OR 97309
PA	Annville, PA 17003-5003
PR	SAN JUAN PR 00902-3786
RI	Cranston, RI 02920-3097
SC	Columbia, SC 29201
SD	Rapid City, SD 57702-8186
TN	Nashville, Tennessee 37204-1502
TX	Austin, TX 78703-2210
UT	Draper, UT 84020
VA	Blackstone, VA 23825
VI	Christiansted, VI 00820-4354
VT	Colchester, VT 05446-3099
WA	Tacoma, WA 98430
WI	Madison, WI 53704
WV	Charleston, WV 25311
WY	Cheyenne, WY 82009-3320
All NGB Positions	Arlington, VA 22204